



Job Opportunity City of Kankakee

Position: Communications and Marketing Coordinator

Position Purpose: The Marketing Communications Coordinator is primarily responsible for promoting and planning city events and activities through various means of communication including but not limited to Newsletters, Social Media, Press Releases and Event Campaigns.

Essential Functions

1. Implement marketing strategies to promote community awareness on available programs and City events to constituents.
2. Update and monitor social media platforms to keep community engaged in different activities, programs or events.
3. Produce and submit press releases on different city initiatives, achievements and happenings.
4. Keep promotional materials ready by coordinating with outside vendors; inventory of stock, placing orders; verify invoices or receipts.
5. Plan and oversee city sponsored public events, meetings, open houses and various public information sessions.
6. Work as the liaison to the Kankakee Development Corporations (KDC) and is responsible for planning and promoting City events and various events sponsored by KDC.
7. Monitor and respond to public inquiries including businesses, community and staff on matters of Public Interest.
8. Responsible for taking promotional photos at City events.

General Job Requirements

- Bachelor of Science in Marketing, Communications, or other related field.
- Strong verbal and written communications skills to build and maintain trust with internal departments, as well as volunteers and community partners.
- Strong analytical, organizational and communication skills.
- Strong Microsoft Office and Photo Shop Graphic Design Software
- Ability to quickly analyze a problem/question and decide the level of importance and necessary higher-level intervention.

To apply submit resume to Jllexson@citykankakee-il.gov or download application and drop off to Human Resources Department at 304 South Indiana Kankakee, IL 60901